

26 December 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of ADMAG Business Meeting 13 December 1974

1. The following ADMAG members were present at the business meeting held on the 13th of December, 1974:

OFFICENAME

OTR
MG Career Service
PERS
COMMO
OMS
OJCS

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2. The following points were discussed:

a. Closed Items

- 1) Office Time-in-Grade Requirements - Based on an unconfirmed report that Mr. Colby has stated that there will be no Time-in-Grade requirements in the Agency, ADMAG has dropped this topic from the agenda. However, this topic will be added to the agenda for our next meeting with Mr. Blake for confirmation.
- 2) Secretarial Pattern - Since there currently is high-level management interest in this topic and since the Management Committee has ruled in favor of retaining Secretarial Pattern, ADMAG concludes that any further efforts expended in research would duplicate what has already been done.
- 3) Academic Grade Reports in Personnel Files - There was some concern expressed as to whether grade reports were being filed in the soft personnel files used during Career Board promotion

evaluation in Offices within the Directorate. After research performed by ADMAG members revealed that this practice was indeed being followed by the Offices contacted, the topic is considered closed.

- 4) Results of Psychiatric Counseling - The ADMAG became interested in the handling of psychiatric counseling within OMS. Particular areas of concern were whether or not a permanent record was made of the session(s) and, if so, was the employee made aware of this fact? Investigation by the ADMAG OMS representative has alleviated any ADMAG concerns over OMS practices in this area. OMS has agreed to place a "reassurance" statement concerning psychiatric counseling in its next OMS news bulletin.
 - 5) Housing Guide for Applicants - It was suggested that applicants to the Agency receive a housing guide of the Washington, D.C. area. Many applicants who are accepted for employment arrive in Washington with no definite housing plans. ADMAG has found that the Office of Personnel currently provides two brochures to the applicant and is planning to make them available even earlier in the applicant processing cycle.
 - 6) Centralization of Counseling Services - This topic was withdrawn by its originator.
- b. Old Business
- 1) "Did You Know That ..." Bulletin Board Display - A paper with the current list of suggestions was presented to the DDA.
 - 2) ADMAG Budget - Suggested Expenditures - Suggestions are to be submitted to the ADMAG Chairman prior to the next meeting for distribution and subsequent discussion.

- 3) Qualifications for Clerical Personnel - ADMAG is concerned about the over-qualification of Agency clericals - recruitment standards are too high. A paper outlining ADMAG's position will be submitted and discussed at the 13 Jan 1975 business meeting.
 - 4) Non-Headquarters Employee Benefit Loss - This topic was held over for discussion at the next meeting.
 - 5) Grade Limitations on Vacancy Notices - A paper on this subject will be submitted for discussion at the next business meeting.
- c. New Business
- 1) Broyhill Building Space - ADMAG has received a suggestion to convert the recently vacated offices in the Broyhill building to a cafeteria.
 - 2) Management of Management Courses - ADMAG has been made aware that the management of recent management course(s) was not satisfactory. Details will be presented at the next meeting.
 - 3) Payroll Bond Deductions - Payroll deductions for multiple bonds are not presently allowed. For example, an employee cannot have a deduction made for a \$50 and a \$25 bond concurrently -- only one deduction is allowed for a \$75 bond.
 - 4) Clerical Pool - ADMAG has become aware of some problem areas in the clerical pool such as boredom, housing, and the lack of a good orientation program.

3. The following items are on the current "TICKLER" list and may be placed on the agenda for our next meeting with Mr. Blake in the latter part of January. Further discussion at the next meeting should finalize the agenda.

- a. "Did You Know That..." Bulletin Board Display - Status of submitted suggestions.

- b. ADMAG Budget Expenditures - Review Suggestions.
- c. Office Time-in-Grade Requirements - Confirmation of Mr. Colby's statement.
- d. Establishment of a Clerical Career Service - Status
- e. Bulletin of Recent Changes in Training Regulations - Status
- f. Over-Qualification of Agency Clericals - Discussion

4. The next scheduled business meeting is 13 January 1975, DDA Conference Room, 7 D 32, 1505 - 1700 with departing as well as new ADMAG members. The chairman for January is [REDACTED], and the co-chairman is [REDACTED].

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[REDACTED]
ADMAG Chairman

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Distribution:

- 1 copy to each ADMAG member
- 1 - Mr. Blake